

## Fill-in Form Help

Fill-in forms allow you to enter information while the form is displayed by an Acrobat 3.X product and then print it out. These forms give you a cleaner crisper printout. There is no computation or verification of the information you enter.

**Note:** The Adobe Acrobat Reader does not allow you to save your completed form to disk. Other software is available commercially if you want to save your filled-in form.

## Entering Information

A fill-in form contains two types of “fill-in” areas: check box and text field.

**Check Box** - To fill-in a check box, make sure the hand is selected and move your mouse over the check box until the hand turns into a pointer. Select the box and a check mark will appear. If you select the field a second time the check mark will disappear.

**Text Box** - To fill-in a text box, make sure the hand is selected and move your mouse over a fillable area until the hand turns to an “I”. Select the field and the “I” will appear in position to begin entering information. We have standardized on justified left for a character data box and justified right for numeric data.

**Note:** You are unable to change the characteristics of the “fill-in” areas with the Reader product.

Text boxes can be multi or single-line. A multi-line field allows you to use a carriage return when entering information. We have used a multi-line field when name and address is requested in the same box. However, the majority of the fill-in areas are single line.

## Navigating

You can move through the form by using the tab key or by selecting additional fields with your mouse. The Acrobat 3.x Reader does not allow for autotabbing and the tab key must be used each time to advance to the next “fill-in” area.

## Printing

If you are having trouble printing, please check with your printer manufacturer to make sure you have the latest print driver.

**Caution:** Acrobat 3.x products do not recognize and will not print information contained in the active field ( the field with the blinking “I”). Select a non-fillable area of the form to deactivate the field before printing.